*Quick Reference Guide:*

FRAM: Direct Entry or File Upload

This guide explains how to use the FRAM module in Infinite Campus to enter Free/Reduced Meal Status for students using direct entry or a file upload.

Topics covered in this Quick Reference Guide include:

- *FRAM Data Requirements*
- *FRAM - Direct Entry*
- *FRAM - File Upload*
- *Exiting Students – FRAM Impacts*
- *Changing Eligibility Status*
- *Data Verification*
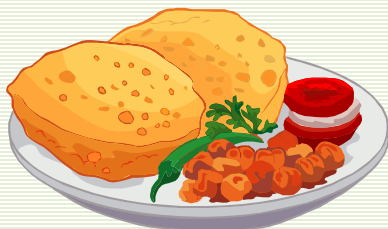
NOTE: Meal Status is no longer entered on the student enrollment tab. All Free/Reduced Meal Status information **must** be entered through the **FRAM** module.

The FRAM module is used to enter Free/Reduced Meal Status for each student in AIM. This guide explains the information that is required and how to enter the data directly or using a file upload.

FRAM data must be updated along with the Program Participation Collections:
1)   Fall Program Participation – status of students enrolled as of 10/6/14, due by 10/17/14;
2)   Testing Window Program Participation -- students enrolled as of 3/10/15, due by 3/20/15 (subject to change); and
3)   End of Year Program Participation -- students enrolled as of last day of school, due by 6/12/14.

Before beginning, consider the following:

1. **What is FRAM and why are we using it?**
    - The FRAM module was created in response to requests from Districts and States for a more comprehensive way to track changes to a student's Meal Status. *page 2*
2. **Is FRAM Data entered directly or by file upload?**
    - FRAM information can either be entered directly or using a file upload.
    - Direct Entry - *page 2*.
    - File Upload – *page 5.*
3. **What information is required and where do I get it?**
    - Districts must enter the student's Eligibility, Certification Type, Start Date and End Date. The information is collected as part of the application process at the district level. *page 3*
4. **How do I verify the data I have entered?**
    - Districts may use the customizable reports in the FRAM module to verify the entry of Free/Reduced Meal Status for students. *page 10*

September 2014

FRAM: Direct Entry or File Upload

ENTERING FRAM DATA

The **FRAM** module allows districts to track changes to the Free/Reduced Meal status throughout the year.

Meal Status may either be entered directly in AIM for each student or the district can use an OPI Excel template to prepare a file for uploading. The following sections explain how to use these methods to enter FRAM data in AIM.

FRAM Direct Entry

Choose **Year** *14-15* and a school.

First select the student to enter the meal status for, then open the FRAM module:

Click the **Search** tab. *Select* **Student**. Click *Go*. A list of student enrolled in that school for the chosen year will appear under **Search Results**.

Select the first student in the **Search Results** to enter Free/Reduced Meal data for.

Access the **FRAM** module by selecting the **Index** tab, then **FRAM**, and **Eligibility**.

A list of the student's existing FRAM eligibility appears. To enter a new eligibility, click **NEW**.

The Eligibility Detail section opens.

FRAM: Direct Entry or
File Upload

FRAM Data Requirements

On the FRAM Detail screen, districts must enter *School Year*, *Start Date*, *End Date, Eligibility*, and *Source*.

This information is collected as part of a student's Free/Reduced Meal application or is included in a direct certification file that can be retrieved through the OPI Direct Certification Application (DCA) system. The DCA System matches SNAP/TANF information collected by the Department of Public Health and Human Services (DPHHS) to school district enrollments to determine the set of students who are directly certified for free and reduced price lunch eligibility. See OPI's Direct Certification website for more information.

The required data fields are:

School Year should be set to the current year, *14-15*.

Start Date is the first date of eligibility.

End Date is the last date of eligibility, usually 30 days past the first day of school in the upcoming school year. OPI recommends defaulting this date to 10/05/2015.

Eligibility Type should default to *Meal*.

Eligibility is the status of the student:

> F: Free
> R: Reduced
> P: Paid
> N: Non-reimbursable (not used for state reporting)

Source identifies the certification of the student. ***Non-Direct*** means the meal status was determined locally (by district application). ***Direct*** means the student is certified by the DPHHS (usually SNAP or TANF eligible.

- **NOTE:** Districts uploading a FRAM file from their local SIS should ***ALWAYS*** use *Non-Direct*.

When a source is selected the **Certified Type** field appears.

FRAM: Direct Entry or
File Upload

Certified Type is a record of how the determination was made.

NOTE: Certified Type is a required field, but data is not required for State Reporting purposes. The OPI recommends defaulting students to "*Income*" unless the district chooses to keep details of **Certified Type** for local tracking purposes.

If *Direct* is checked, **Certified Type** is also required. The options under **Certified Type** are different than the options available if *Non-Direct* is checked.

As above, **Certified Type** is a record of how the determination was made.

September 2014

FRAM: Direct Entry or
File Upload

FRAM File Upload

The FRAM data described above may be entered via file upload instead of direct entry.

File upload requires the district to prepare a file to upload into AIM using an Excel template. Otherwise, any method may be used to prepare an upload file as long as it conforms to the required file format of the OPI template and is saved as a .CSV format.

The FRAM Import Template is available on the OPI AIM Webpage under File Specifications.

 Download the **FRAM Import Template**.
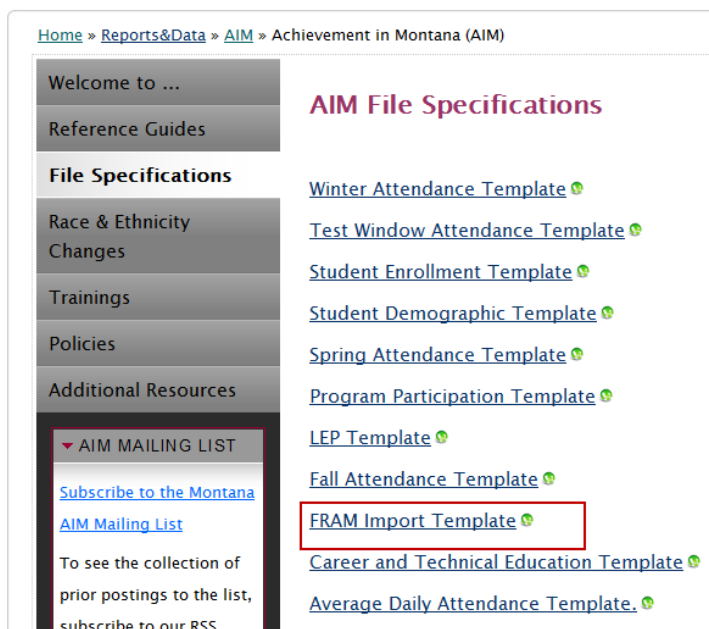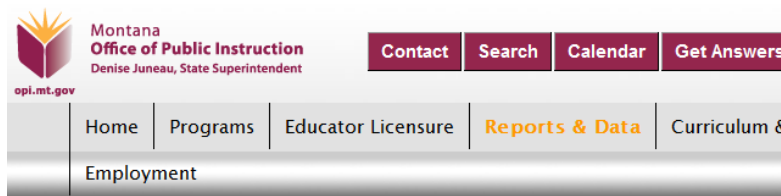
Extract the data for this template from the district's Student Information System and/or Direct Certification file.

NOTE: If a student is Direct certified, **Certified Type** should be set to "*Direct*". Otherwise OPI recommends that districts default **Certified Type** to *Income*.

FRAM: Direct Entry or File Upload

From the **Index**, expand **FRAM** and select *Eligibility Import Wizard*.

Click *New Import Mapping*.

Enter *Name, School Year, File Type* (use *Comma Separated Values* if the file is in *.CSV format).

Select which field to map to student identifiers (*State ID* is recommended).

Check *Direct Certification* and *Headers* as appropriate.

Browse for the file and click *Upload & Continue*.

September 2014

FRAM: Direct Entry or File Upload

Map the fields listed. In this example the student State IDs are listed in the first column of the file so enter a "1" under *Seq in Data File*.

Click *Map Field(s)*. The State IDs will now show in the *Mapped Data Field(s)* window.

Click *Next*.

Select the remaining fields to be mapped from the file. Click *Next*.

NOTE: If using *Non-Direct* (an upload from the district's local SIS), check "**No**" under *Eligibility Type* and *Direct Type* and "**Yes**" under *Eligibility*, *Certified Type*, *Start Date* and *End Date*.

Eligibility Type should be set to *Meal*.

The number entered in *Seq in Data Field* corresponds to the column number in the data file.

Click *Set Value* after each sequence entry. Match the value in the file to a corresponding AIM value. Click *Save*.

Repeat for each field. Click *Next* to continue.

September 2014

FRAM: Direct Entry or File Upload

Verify mapping and values.

Click **Test**.

Check the *Error/Warning* list. Make necessary corrections.

Once satisfied with **Test** results, return to the Eligibility Wizard and click **Import**.

September 2014

FRAM: Direct Entry or File Upload

Huxtable, Denise

Grade: 12   DOB: 04/25/1997   Gender: F

Grades	Transcript	Credit Summary	Assessment
Behavior	Graduation	AdHoc Letters	Records Transfer
Summary	**Enrollments**	Schedule	Attendance	Flags

🏠 Print Enrollment History   ➕ New   ➕ New Enrollment History

Enrollment Editor

Edit	Grade	Type	Calendar	Start Date	End Date
📝	12	P	14-15 Cascade High School	08/20/2014	12/09/2014

Start Status: 02 Continued enrollment same school, no interruption
End Status: 140 Transfer to public schl in another district in MT

EXITING STUDENTS – FRAM IMPACTS

Students who exit the district and/or school *do not* need to have their Eligibility ended.

The Eligibility for Free/Reduced price meals is limited to a student's enrollment as indicated by the *Start* and *End Date* on the **Enrollments** tab.

CHANGING ELIGIBILITY STATUS

If a student's eligibility changes during the school year, create a new FRAM status record.

From **Search**, select the student. From **Index**, *click* **FRAM** and then **Eligibility**. Click *New*.

Enter *School Year*, *Start Date*, *End Date, Eligibility*, and *Source* as indicated above. Click *Save*.

The previous record will automatically end one day prior to the new record.

Huxtable, Denise

Grade: 12   DOB: 04/25/1997   Gender: F

Eligibility

➕ New

Eligibility Editor

School Year	Eligibility Type	Eligibility	State Code	Certified Type	Start Date	End Date
14-15	Meal	Free	F	Income	09/26/2014	10/05/2015
14-15	Meal	Reduced	R	Income	08/20/2014	09/25/2014

September 2014

FRAM: Direct Entry or File Upload

Eligibility Report

This report will display free, reduced and paid eligibility information by student based on date and type selected.

Which type of report would you like to generate?

Report Type: Eligibility Report

School Year: 14-15

Summary Type: ● Daily ○ Period ○ Month

Date: 09/24/2014

Eligibility Type: **Meal** / SES

Eligibility: Free / Reduced / Paid

Eligibility Certified Type: **All** / *Non-Direct* / Income / Categorical / Override

Grade: All / KF / KH / P1 / PK

CTRL-click or SHIFT-click to select multiple

Observe State Exclude: ☐

Include Detail: ☑

Person Identifier: ○ Student Number ● State ID

Detail Sort By: Name

Show Only Latest Eligibility: ☐

Report Format: ● PDF ○ CSV

[Generate Report]

Which calendar(s) would you like to include in the report?

● active year ○ list by school ○ list by year

14-15
14-15 Cascade 7-8
14-15 Cascade High School
14-15 Cascade School

CTRL-click or SHIFT-click to select multiple

DATA VERIFICATION - FREE/REDUCED MEAL REPORTS

The FRAM module contains a customizable report that may be used to verify Free/Reduced meal status information.

From the **Index**, expand **FRAM** and **Reports**. Select *Eligibility*.

Choose the current *School Year* and *Date* (defaults to today). Select an *Eligibility* to verify and the *Eligibility Certified Type(s)* (recommend "All"). Select *Grade*.

Check *Include Detail* to include student names. Choose a *Report Format* and *Calendar(s)*.

Click **Generate Report**.

The report will list numbers of eligible students and names (if *Include Detail* was selected).

14-15 Cascade High School 321 Central Ave W, Cascade MT 59421 Generated on 09/24/2014 05:14:45 PM Page 1 of 1	**Eligibility Report** Day: 09/24/2014 Grade: All School: Cascade High School

Summary for Eligibility Type: Meal

Type	Free	Reduced	Paid	Total
Direct Source				
Foster	0	0	0	0
Head Start	0	0	0	0
Homeless	0	0	0	0
Medicaid	0	0	0	0
Migrant	0	0	0	0
Runaway	0	0	0	0
FDPIR	0	0	0	0
SNAP	0	0	0	0
TANF	0	0	0	0
Non-Direct Source				
Income	1	3	0	4
Categorical	0	0	0	0
Override	0	0	0	0
Runaway	0	0	0	0
Foster	0	0	0	0
Migrant	0	0	0	0
Temporary/No Income	0	0	0	0
Head Start	0	0	0	0
RCCI	0	0	0	0
Early Childhood	0	0	0	0
Homeless	0	0	0	0
Declined	0	0	0	0
Denied	0	0	0	0
Did Not Apply	0	0	0	0
Socioeconomic Status	0	0	0	0
Even Start	0	0	0	0
Medicaid	0	0	0	0
	0	0	0	0
Total	1	3	0	4

Eligibility Report Detail

Sch. Year	Student Name	Date of Birth	State ID	Grade	Eligibility Type	Eligibility	Source	Certified Type	School	Start Date	End Date
14-15	Bradbury, Ray	10/10/1996	619835783	12	Meal	Free	Non-Direct	Income	Cascade High School	08/20/2014	08/20/2015
14-15	Huxtable, Denise	04/25/1997	887942321	12	Meal	Reduced	Non-Direct	Income	Cascade High School	08/20/2014	09/25/2014
14-15	Huxtable, Theodore	12/01/1998	100966093	10	Meal	Reduced	Non-Direct	Income	Cascade High School	08/30/2014	10/05/2015
14-15	McDonald, Ronald	03/18/1997	897517018	11	Meal	Reduced	Non-Direct	Income	Cascade High School	08/29/2014	10/05/2015

September 2014

AIM
Achievement in Montana
Montana's State Student Information System

Montana
Office of Public Instruction
Denise Juneau, State Superintendent
opi.mt.gov

FRAM: Direct Entry or File Upload

For assistance please contact the OPI AIM Help Desk at opiaimhelp@mt.gov or 1-877-424-6681.

FRAM: Direct Entry or File Upload